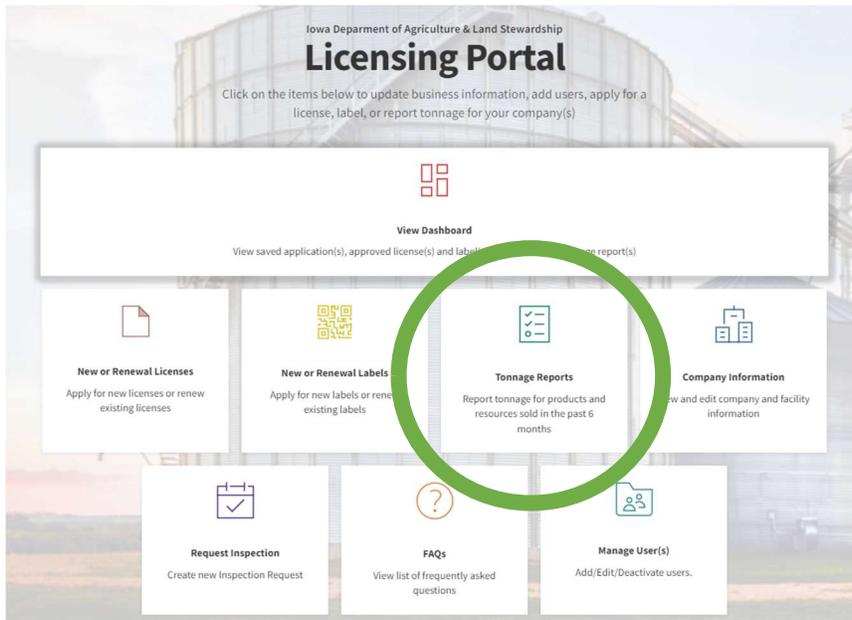


Tonnage Reporting On Iowa's Portal

Tonnage reporting is performed for approved Feed and Fertilizer licenses.

To start the tonnage report application

1. Click on the Tonnage Reports tile on the homepage.



2. On the New Tonnage Report window, select a company, a tonnage report type, period, and enter the Reporting Year

3. Click Create Tonnage Report

User will be directed to the application. Tonnage reports are automatically created for each facility, with an approved license.

The image shows a 'New Tonnage Report' form. It contains four dropdown menus: 'Select Company' (A DEMO CO), 'Please select Tonnage Report Type' (Fertilizer Tonnage), 'Period' (R1 Jan-June), and 'Reporting Year' (2021). The 'Reporting Year' field is highlighted in blue and has the text 'Type in Box' next to it. At the bottom right, there is a 'Create Tonnage Report' button circled in green.

Feed Tonnage Report

a. User will be prompted to enter Total Tons sold, Tonnage Sold to Exempt, and Tonnage Received

b. To add details for each section, click on Add Line Item button

c. If no sales for time period select No Sale, If Toll Mill also select Toll Mill only (turns red if selected)

The screenshot displays the 'Tonnage Report' interface. At the top right, there are two buttons: 'No Sales' and 'Toll Mill Only?'. Below these are 'Save and Exit' and 'Save and Root' buttons. The main content area shows a table with columns: Application Number, Company Name, Application Status, Type of Tonnage, Tonnage Rate, Total Tons, and TOTAL FEE. Below the table, there is a section for '2021 Wallace Feed R1 Jan-June' with a sub-table of details including Tonnage Report Name, License Number, Facility Name, Period, Previous Year Tonnage, Total Fee, Tonnage Fee, Total Ground Water Fee, Penalty, Net Tons, Total Tons Distributed, and Exempt Tons. At the bottom of this section, there are 'Add Line Item +' buttons for 'Total Tons Distributed', 'Tonnage Sold to Exempt', and 'Tonnage Received From exempt'. A red circle highlights the 'No Sales' and 'Toll Mill Only?' buttons, and a green circle highlights the 'Add Line Item +' button.

i. Total Tons sold:

1. select Product Type, enter Tons Distributed, and optional comments (include tons sold to exempt)

2. Click Add Item

3. ** NOTE To add tons for multiple product types, click on Add Line Item again.

The screenshot shows the 'New Tonnage Report Item' form. It has a title 'New Tonnage Report Item' at the top. Below the title, there are three main sections: 'Product Type' with a dropdown menu showing '--None--', 'Product Code' with a text input field, and 'Tons Distributed' with a text input field. Below these is a 'Comment' section with a text input field. At the bottom right, there are two buttons: 'Cancel' and 'Add Item'.

ii. Tonnage Sold to Exempt:

1. Choose a Facility, from a list of facilities that have exempt licenses, to which tonnage was sold. **NOTE License number will auto-populate.
2. Select Product Type,
3. enter Exempt To Tons, and optional comments
4. click Add Item

New Tonnage Report Item

* Choose an ExemptTo Facility

* Choose an License

Product Type

Product Code

Exempt To Tons

Comment

iii. Tonnage Received:

1. Choose a Facility, from a list of facilities, which tonnage was received from. **NOTE license number will auto-populate.
2. Select Product Type
3. Enter Exempt From Tons, and optional comments
4. Click Add Item

New Tonnage Report Item

* Choose an ExemptTo Facility

* Choose an License

Product Type

Product Code

Exempt From Tons

Comment

Fertilizer Tonnage Report

- Add Total Tons Distributed including, Exempt Tons Distributed
- To add details for each section, click on Add Line Item button

Tonnage Report Save and Exit Save and Next

Please indicate the total tons sold and exempt tons sold by clicking on the Add Line Item button. If there have been no sales, click on the No Sales button.

Application Number	Company Name	Application Status	Type of Tonnage	Tonnage Rate	Total Tons	TOTAL FEE																																
Application: 070916	A DEMO CO	Unsubmitted	Fertilizer Tonnage	\$ 0.17	0	\$ 00																																
<div style="display: flex; justify-content: space-between; align-items: center;"> 2021 A FEED DEMO Facility Fertilizer R1 Jan-June No Sales Toll Mill Only? </div> <table border="0" style="width: 100%;"> <tr> <td>Tonnage Report Name</td> <td>License Number</td> <td>Facility Name</td> <td>Period</td> </tr> <tr> <td>2021 A FEED DEMO Facility Fertilizer R1 Jan-June</td> <td>18131</td> <td>A FEED DEMO Facility</td> <td>R1 Jan-June</td> </tr> <tr> <td>Previous Year Tonnage</td> <td>Total Fee</td> <td>Tonnage Fee</td> <td>Total Ground Water Fee</td> </tr> <tr> <td>N/A</td> <td>\$ 0</td> <td>\$ 0</td> <td>\$ 0</td> </tr> <tr> <td>Penalty</td> <td>Net Tons</td> <td>Total Tons Distributed</td> <td>Exempt Tons</td> </tr> <tr> <td>\$ 50</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Reporting Year</td> <td colspan="3"></td> </tr> <tr> <td>2021</td> <td colspan="3"></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Total Tons Distributed</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">No Record Found</div> </div> <div style="width: 45%; text-align: right;"> <div style="border: 2px solid green; border-radius: 50%; padding: 5px; display: inline-block;">Add Line Item +</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Exempt Tons Distributed</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">No Record Found</div> </div> <div style="width: 45%; text-align: right;"> <div style="border: 2px solid green; border-radius: 50%; padding: 5px; display: inline-block;">Add Line Item +</div> </div> </div>							Tonnage Report Name	License Number	Facility Name	Period	2021 A FEED DEMO Facility Fertilizer R1 Jan-June	18131	A FEED DEMO Facility	R1 Jan-June	Previous Year Tonnage	Total Fee	Tonnage Fee	Total Ground Water Fee	N/A	\$ 0	\$ 0	\$ 0	Penalty	Net Tons	Total Tons Distributed	Exempt Tons	\$ 50	0	0	0	Reporting Year				2021			
Tonnage Report Name	License Number	Facility Name	Period																																			
2021 A FEED DEMO Facility Fertilizer R1 Jan-June	18131	A FEED DEMO Facility	R1 Jan-June																																			
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Penalty	Net Tons	Total Tons Distributed	Exempt Tons																																			
\$ 50	0	0	0																																			
Reporting Year																																						
2021																																						

i. Total Tons Distributed:

- Select Product Name,
- Enter a percentage value for N, P, K, Ca, Mg, S, Cl, B, Cu, Fe, Mn, Zn, and/or Mo,
- Enter Tons Distributed, and optional comments
- Click Add Item
- ** NOTE To add tons for multiple products, click on Add Line Items again.

New Tonnage Report Item

Product Name	N%
<input type="text" value="Other"/>	<input type="text"/>
P%	K%
<input type="text"/>	<input type="text"/>
Ca%	Mg%
<input type="text"/>	<input type="text"/>
S%	Cl%
<input type="text"/>	<input type="text"/>
B%	Cu%
<input type="text"/>	<input type="text"/>
Fe%	Mn%
<input type="text"/>	<input type="text"/>
Zn%	Mo%
<input type="text"/>	<input type="text"/>
Tons Distributed	
<input type="text"/>	
Comment	
<input type="text"/>	

ii. Exempt Tons Distributed:

iii. Choose a Facility, from a list of facilities that have exempt licenses, to which tonnage was sold. **NOTE license number will auto-populate.

1. Select Product Name.

2. Enter a percentage value for N, P, K, Ca, Mg, S, Cl, B, Cu, Fe, Mn, Zn, and/or Mo

3. Enter Exempt To Tons, and optional comments

4. Click Add Item

New Tonnage Report Item

<p>* Choose an ExemptTo Facility</p> <input type="text" value="Select Facility"/>	<p>* Choose an License</p> <input type="text" value="Select License"/>
<p>Product Name</p> <input type="text" value="Other"/>	<p>N%</p> <input type="text"/>
<p>P%</p> <input type="text"/>	<p>K%</p> <input type="text"/>
<p>Ca%</p> <input type="text"/>	<p>Mg%</p> <input type="text"/>
<p>S%</p> <input type="text"/>	<p>Cl%</p> <input type="text"/>
<p>B%</p> <input type="text"/>	<p>Cu%</p> <input type="text"/>
<p>Fe%</p> <input type="text"/>	<p>Mn%</p> <input type="text"/>
<p>Zn%</p> <input type="text"/>	<p>Mo%</p> <input type="text"/>
<p>Exempt To Tons</p> <input type="text"/>	
<p>Comment</p> <input type="text"/>	

** Note: If no sales have occurred for the facility, for the reporting period, Click on the No Sales button.



If your company has Multiple Facilities

1. At the bottom of the page, You will see another folder to open which will be the next facilities tonnage report.
2. Once open you can follow the above steps for the report. If you enter all companies' tonnage information under one report, you will need to select no sale on the other reports to be able to submit reports.

Tonnage Report Save and Exit Save and Next

Please indicate the total tons sold, exempt tons sold and tons received by clicking on the Add Line Item button. If there have been no sales, click on the No Sales button.

Application Number	Company Name	Application Status	Type of Tonnage	Tonnage Rate	Total Tons	TOTAL FEE
Application - 064879	A DEMO CO	Unsubmitted	Feed Tonnage	\$9.12	180	\$71.6

2021 Wallace Feed R1 Jan-June No Sales Toll Mill Only?

Tonnage Report Name	License Number	Facility Name	Period
2021 Wallace Feed R1 Jan-June	05784-002	Wallace	R1 Jan-June
Previous Year Tonnage	Total Fee	Tonnage Fee	Total Ground Water Fee
N/A	\$ 0	\$ 0	\$ 0
Penalty	Net Tons	Total Tons Distributed	Exempt Tons
\$ 50	0	0	0
Reporting Year			
2021			

Total Tons Distributed Add Line Item +

No Record Found

Tonnage Sold to Exempt Add Line Item + Tonnage Received From exempt Add Line Item +

No Record Found No Record Found

2021 A FEED DEMO Facility Feed R1 Jan-June Scroll to Top

To Submit and Pay

Click on Save and Next when "tons sold" details, for all facilities, within the reporting period are complete.

2. Payment

a. Validate the calculated fee and click on Pay and Submit



Verify the payment calculation and click on the Pay and Submit button to make payment

Type	Name	Facility Name	Amount Breakup	Amount
Feed Tonnage	2021 A FEED DEMO Facility Feed R1 Jan-June	A FEED DEMO Facility	Description	Amount
			Tonnage Fee	\$21.60
Feed Tonnage	2021 Wallace Feed R1 Jan-June	Wallace	Description	Amount
			Tonnage Fee	\$31.20
Applicable Tonnage Penalty			Description	Amount
			Tonnage Penalty	\$50.00

Application Number : Application - 064879 Total Quantity 2

Payment Status : Not Paid Total Amount \$102.80

Back Pay and Submit Print Payment Detail

b. On the Select Payment Method pop up, select type of payment: ACH Payment or Card Payment or Check payment

c. *** Note: If ACH Payment or Card Payment is selected, the system has a 2 minute session timeout, therefore payment process must be completed within this timeframe.

Select Payment Method

ACH Payment

Card Payment

Check Payment

Back
Continue

If Check Payment is selected, the user will have to print the Payment details and send it along with the check to the IDALS office address.

IDALS DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP

Payment Detail

Type	Name	Facility Name	Amount Breakup	Amount
Feed Tonnage	2021 A FEED DEMO Facility Feed R1 Jan-June	A FEED DEMO Facility	Description	Amount
			Tonnage Fee	\$21.60
Feed Tonnage	2021 Wallace Feed R1 Jan-June	Wallace	Description	Amount
			Tonnage Fee	\$31.20
Applicable Tonnage Penalty			Description	Amount
			Tonnage Penalty	\$50.00
Application Number : Application - 064879				Total Quantity 2
Payment Status : Not Paid				Total Amount \$102.80

Print